

Vacancy Details

Personnel Notice: 110-15
Date Announced: 10/01/2015
Closing Date: 10/12/2015
Command: NAVFAC
Grade: GS 13/14
Type: Associate Counsel

There is a vacancy for an attorney to serve in the Office of Counsel, Naval Facilities Engineering Command Southeast (NAVFAC SE), Jacksonville, Florida. NAVFAC SE manages the planning, design, construction, contingency engineering, real estate, environmental, and public works support for U.S. Navy facilities in the Southeast Region of the United States. In addition, the Commanding Officer, NAVFAC SE, serves as the Regional Engineer for the Commander, Navy Region Southeast, with responsibility for the Region's facilities, environmental and safety programs. The NAVFAC SE Office of Counsel is a field activity of the Office of Counsel, NAVFAC Atlantic, Norfolk, Virginia, and is a part of the NAVFAC Office of Counsel, which is headquartered in Washington, DC.

The NAVFAC SE Office of Counsel is comprised of 12 attorneys and one paralegal and has an extremely busy and varied workload covering the full range of OGC practice, including acquisition, environmental law, civilian personnel and labor law, real estate, fiscal law, public works, litigation, the Freedom of Information and Privacy Acts, and ethics/standards of conduct.

The primary purpose of this position is to provide legal advice and representation in the area of acquisition and fiscal law. As the needs of the office may require, the attorney may also deal with the other OGC practice areas noted above. Periodic travel may be required.

This position will be filled at the GS-13 or GS-14 level and has a full performance level of GS-14. The actual grade will depend on the qualifications of the successful applicant. Applicants must have in excess of two years of successful legal experience to be eligible for selection at the GS-13 level and at least three and one-half years of successful legal experience to be eligible for selection at the GS-14 level. Applicants will be evaluated on: (1) the depth and quality of their relevant legal experience, training, and skills; (2) the strength of their oral and written communications skills; and (3) their interpersonal skills, including their ability to establish effective attorney-client relationships. Familiarity with the Department of the Navy, NAVFAC and OGC is not required but is desirable.

The successful candidate must: be a U.S. citizen; have graduated from a law school accredited by the American Bar Association; be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia; be admitted to practice before a state or federal court; and be eligible to obtain and maintain a Secret security clearance.

To apply, applicants must submit a resume, OF-612 or SF-171 and a cover letter that addresses the evaluation criteria for this position and the applicant's projected availability. The cover letter should also provide the names and telephone numbers of at least three references (other than current supervisors) who may be contacted. Applicants should clearly indicate if they do not want us to contact their current supervisor. Current federal government employees should indicate their present GS and step level or equivalent grade and salary. Applicants who have graduated from law school less than five years prior to the announcement closing date must provide a copy of their law school transcripts including class rank. Applicants selected for interviews may be requested to provide two legal writing samples (not exceeding 10 pages each; the sample may be part of a longer document) and their two most recent performance appraisals, if available.

Interested attorneys may contact Ms. Catherine Horan at (904) 542-6647 or catherine.horan@navy.mil, for additional information.

Applicants should address their applications to:

Ms. Catherine Horan
Counsel
NAVFAC Southeast
Naval Air Station Jacksonville
Bldg 903, Box 30
Jacksonville, FL 32212

Electronic submissions are encouraged and should be sent to: catherine.horan@navy.mil.

This Personnel Notice will close at 11:59PM, Eastern Time, on October 12, 2015 and applications must be received by that date to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

Relocation expenses are not available.

Permanent Change of Station (PCS) funding may be available to those eligible. If such funding is a requirement, the applicant should state it in the cover letter.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.